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Information

8 May 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Weekly Activity Report for Week Ending 8 May 1953

1. General

25X1A1d

WY

[REDACTED]

b. 1953 Fund Requirements List ("Shopping List") - (continued item)

The "shopping list" has now been converted into a firm procurement paper (except for money). Final concurrence of all area divisions and staffs concerned has been obtained. This final review and staffing has resulted in a funds requirement cut-back of \$207,481. Many of the TSS-type items cannot be procured with FY-53 funds because specifications are not yet complete or because the quantities of items required are below the economical production level.

c. Large Requisitions for NE and FE Divisions - (continued item)

Several conferences have been held during the past week with representatives of PM Staff and area divisions. It is hoped that the problem of what to buy and what to take from existing stocks to fill these requisitions will be solved by 12 May.

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d. Stockpile of Material in the [REDACTED] - (continued item)

FE cable IN 21085 requests the immediate transfer of a fairly large portion of the proposed subject stockpile from [REDACTED]. Representatives of the C & R Staff and the Supply Division, LO, are assisting FE Division for expeditious supply action on this matter.

e. Proposed Trip to Europe - (continued item)

The itinerary and conference agenda for subject trip by the Chief of Logistics are firm and complete. Departure scheduled for 15 May; return to this area is scheduled for 22 June. All field installations concerned are being advised by the area divisions as to the arrival date and purpose of this trip.

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Security Information

2. Administration

a. Central Processing Branch-Personnel Movement Branch - (continued item)

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No word has been received from the Director of Personnel in answer to the Chief of Logistics study on this subject.

b. Agency Regulations - (continued item)

Ten regulations initiated by this office are being coordinated for submission to the Regulations Control Staff.

c. Career Service Board - (continued item)

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The Career Service Board of this office met on 5 May. Messrs. Jerome [REDACTED] and [REDACTED] were nominated to attend the War College. Mr. Paul [REDACTED] was appointed as new Secretary for the Board.

d. Security Measures for [REDACTED] - (new item)

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A visitor procedure and a procedure to prevent removal of Government items from the station were established.

3. Projects and Studies in Process

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a. Project [REDACTED] - (continued item)

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Recommendations were submitted to the Director of Training concerning the new proposed site. At the request of the DD/A, additional information regarding construction and rehabilitation cost estimates is being prepared for the Director of Training.

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b. Reassignment [REDACTED] - (new item)

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A meeting was held with FE [REDACTED] representatives concerning the support problems that will be caused by the reassignment of cover for this Project. FE Division will submit a new administrative plan to this office for preparation of a logistics annex for the project.

c. World-Base Planning - (continued item)

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The DD/P World-Base Planning Committee met during the week to prepare a policy objective paper for sign-off by the DD/P and the DD/A. Agreement was reached. The Chairman of the Committee stated that the paper would be completed and forwarded during the next few days.

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4. Staff Items of Interest 25X1A6a

a. Operational Materiel in [REDACTED] - (continued item)

in [REDACTED] The planning for the exchange of serviceable material for that now is completed. Action is held up for requisitions and shipping instructions from FE Division.

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[REDACTED]

[REDACTED]

5. Transportation Division

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a. Assignment of Transportation Officer to [REDACTED] Warehouse - (new item)

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Mr. [REDACTED] has been selected for assignment as the Transportation Officer at the new Washington Area Depot.

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b. Movement of Explosives to WE Area - (new item)

[REDACTED]

c. Rent-a-Car Service for Domestic Use - (new item)

A staff study on this subject was submitted to the ADD/A which concluded that it is cheaper and security is better when Government or private vehicles are used [REDACTED] rather than if "Rent-a-Car" were utilized.

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d. Transportation of Personnel to [REDACTED] - (new item)

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General Services has requested this Division to provide transportation for approximately [REDACTED] employees from the Washington area to [REDACTED] General Counsel has been requested to rule on the legality of transporting employees to and from work. This Division is negotiating with cleared representative of [REDACTED] for rates on chartered vehicles.

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e. Packing of Household Effects - (new item)

Security clearances have been negotiated for three more commercial packing companies to be used by the Agency in the Washington area. It is intended to select packing companies with good reputations and affiliations to facilitate movement to and from areas outside of Washington in the United States.

6. Supply Division

a. Headquarters Warehousing - (continued item)

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Information has been received that the new [redacted] Warehouse will be available on 16 May. Detailed movement plans are in the final stages of preparation and will be ready for distribution not later than 12 May. Coordination is continuing with Communications, TSS, Real Estate and Construction Division, Supply Division, and other offices with an interest, in an attempt to satisfy all requirements incident to the consolidation of the Washington warehousing.

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b. Supply Training at [redacted] - (continued item)

The outline of a program has been completed for holding the first Training seminar for Supply personnel.

c. Supply Economy Program - (continued item)

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Administrative officers of DD/I were briefed on this program on 7 May. The office desk check is being held up until additional warehousing is available at [redacted]. The poster bulletin board program will be started during the next 30 days. Administrative officers have agreed that they will play the part of the key executives for this task.

d. Stock Numbers for New Electronic Items - (new item)

The Office of Communications has furnished a list of 600 new items that will require stock numbers and cataloguing

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[redacted]

7. Procurement Division

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b. Establishment of Procurement Procedures at [REDACTED]  
(new item)

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Concurrence has been obtained for a proposed procedure to establish local procurement at the [REDACTED] The Acting 25X1C4a the Division visited [REDACTED]

c. Contract Documents

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[REDACTED]

(2) Contracts Pending and/or In Process - 116

(3) Requisitions - by Division Branch

	Special Purch.	Military Purch.	Contract	Purch. Order	Total
Brought fwd.	10	25	116	227	380
Received	33	26	12	231	302
Completed	34	22	14	221	291
Pending	9	29	116	237	391

(4) Purchase Orders issued 311 - Total \$148,933.35

8. Real Estate and Construction Divisiona. Projects

25X1A2g (1) [REDACTED] (WE) - (continued item) - No change.

25X1A2g (2) [REDACTED] (Training) - (continued item) - It is estimated that the proposed [REDACTED] will cost \$70,000. This includes construction and utilities. The estimate has been passed to Training for comment and/or approval.

25X1A2g (3) [REDACTED] (Commo) - (continued item) - Construction continues. A survey of the sewage disposal system at [REDACTED] is being made. An estimate for

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underground power lines at [REDACTED] is being obtained. Installation of underground power lines and/or installation of a sewage disposal system will require amendments to the contract.

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(4) [REDACTED] - (continued item) - Information was received that the DCI has approved this project.

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(5) [REDACTED] (Commo) - (continued item) - A final survey of the water system has been completed. A report, with recommendations and cost estimate, is being prepared. A survey is being made at [REDACTED] regarding the improvements necessary for the electrical distribution system.

Basic data have been received from Commo to serve as a basis for a construction estimate for a Commo laboratory. Commo requests that minimum drawings and specifications be prepared to receive competitive bids for contract award before the end of FY-53. Commo plans to include the construction estimate in their PRC presentation.

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(6) [REDACTED] (Commo) - (continued item) - Contract negotiations are in process.

b. Other Items of Interest

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(1) Quarters for Commo Personnel [REDACTED] - (continued item) - This Division is seeking further information as to how property can be leased for [REDACTED] Commo personnel quarters. It is hoped that this can be accomplished through [REDACTED]

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(2) Dependent Quarters, [REDACTED] - (continued item) - Negotiation is in process to determine the best contractual procedure for completing eight sets of quarters now under construction. [REDACTED] intends to terminate their contract as of 30 June. This leaves the Agency in an undesirable position, due to the fact that all of the overhead of the contractor would be charged to Agency construction after termination of the [REDACTED] contract.

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(3) Extension of [REDACTED] - (continued item) - This project is pending the approval of the DDCI.

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Acting Chief of Logistics

LO/SS/JCB:cc (8 May 1953)

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